

BOARD OF SUPERVISORS

Brown County

305 E. WALNUT STREET
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600



E-Mail BrownCountyCountyBoard@co.brown.wi.us

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that the following meetings will be held

**THE WEEK OF
AUGUST 25 – 29, 2014**

MONDAY, AUGUST 25, 2014

- | | | |
|----------|---|--|
| *4:00 pm | Aging & Disability Resource Center – Nominations and HR Committee | ADRC
300 S. Adams Street |
| *6:00 pm | Land Conservation Subcommittee | Room 161, UW Extension
1150 Bellevue Street |
| *6:15 pm | Planning, Development & Transportation Committee | Room 161, UW Extension
1150 Bellevue Street |

TUESDAY, AUGUST 26, 2014

- | | | |
|----------|--|---|
| *4:00 pm | Children With Disabilities Education Board | Syble Hopp School
755 Scheuring Road |
|----------|--|---|

WEDNESDAY, AUGUST 27, 2014

- | | | |
|----------|---|---|
| *2:30 pm | Green Bay/Brown Cty. Professional Football Stadium District | MVP Box 4039, Lambeau Field
1265 Lombardi Avenue |
| *5:30 pm | Human Services Committee | Room 200, Northern Building
305 E. Walnut Street |

THURSDAY, AUGUST 28, 2014

- | | | |
|----------|---|---|
| *8:30 am | Aging & Disability Resource Center – Board of Directors | Options for Independent Living
555 Country Club Road |
| *5:30 pm | Administration Committee | Room 200, Northern Building
305 E. Walnut Street |

FRIDAY, AUGUST 29, 2014

(No Meetings)

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. on the day before the meeting so that arrangements can be made.

AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY

Nominations and Human Resource Committee

**August 25th 2014 4:00 p.m.
ADRC: 300 S. Adams Green Bay Wi**

AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Adoption of Agenda	Yes	Yes
3. Approval of the minutes of Nominations meeting of April 22, 2014 , 2014	Yes	Yes
4. Position Requests for LTE positions a. Family Care 2014-2015 b. I & A LTE Sept-Dec 31 2014	Yes	Yes Yes
5. Job Description Approval: Switchboard	Yes	Yes
6. Nominations needed for 2015 Board Positions a. Older Adult Representative b. Physical Disabilities Representative		
7. Adjourn		Yes

Tom Diedrick, Chairperson
Aging & Disability Resource Center
of Brown County

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Any person wishing to attend, who because of a disability requires special accommodation, should contact the ADRC of Brown County Office at (920) 448-4300 two days before the meeting so that arrangements can be made.

ADRC Vision: "Building a community that values, empowers, and supports seniors, adults with disabilities and their caregivers"

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LAND CONSERVATION SUBCOMMITTEE

Norbert Dantine, Jr., Chair
Dave Kaster, Vice Chair
Bernie Erickson, Dave Landwehr, Tom Sieber, Norb Vande Hei

LAND CONSERVATION SUBCOMMITTEE

**Monday, August 25, 2014
6:00 p.m. (PD&T to Follow)
Room 161, UW Extension
1150 Bellevue Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 28, 2014.

Comments from the Public

1. Budget Update.
2. Resolution re: Approving a Revision to the Current Agricultural Fee Schedule, as Initially Adopted in the 2004 "Resolution Re: Approval of Brown County 2004 – 2009 Land & Water Resource Management Plan" and Reaffirmed in the Brown County Budget for 2008 to Partially Offset Costs Incurred by the Land Conservation Committee in Administering the Mandatory State Agricultural Nonpoint Performance Standards Required per Chapter NR 151, Wis. Admin. Code.
3. Variance request – Ben Evenson request to build an Animal Waste Storage facility within 250 ft of Mike Zirbel's property line. Maps and consent letter to be provided at time of meeting.
4. Variance request – Marty Goral request to build an Animal Waste Storage facility within 250 ft of Pat Goral's property line. Maps and consent letter to be provided at time of meeting.
5. Directors Report.
6. Such Other Matters as Authorized by Law.
7. Adjourn.

Norb Dantine, Jr., Chair

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PLAN, DEV. & TRANS. COMMITTEE

Bernie Erickson, Chair
Dave Kaster, Vice Chair
Dave Landwehr, Norbert Dantine, Tom Sieber

PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE

**Monday, August 25, 2014
Approx. 6:15 p.m. (or to follow Land Con)
Room 161, UW Extension
1150 Bellevue Street**

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEMS LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 28, 2014.

1. Review minutes of: (None).

Comments from the Public

Communications

2. Communication from Supervisor Van Dyck re: Increasing the speed limit on CTH GV to 40 miles per hour. *Referred from August County Board.*
3. Communication from County Board Vice Chairman Lund re: For the fees for the Fox River Trail System be looked at by the Planning, Development & Transportation Committee. *Referred from August County Board.*
4. Communication from Supervisor Kaster re: Consider a more appropriate marker for the Potter's Field on Curry Lane. *Referred from August County Board.*

Planning and Land Services

Land Information (No items)

Planning Commission

5. Update regarding development of the Brown County Farm property – standing item.
6. Budget Status Financial Report for July, 2014.
7. **Property Listing** - Budget Status Financial Report for July, 2014.
8. **Zoning** - Budget Status Financial Report for July, 2014.

Airport

9. Budget Status Financial Report for July, 2014.
10. Director's Report.

Register of Deeds

11. Budget Status Financial Report for July, 2014.
12. Approval of 2nd Quarter Objectives for the LaBaye project.

UW-Extension

13. Update on Invasive Plant Species eradication in Brown County.
14. Budget Adjustment Request (14-72) Category 8: Any allocation from a department's fund balance.
15. Director's Report.

Public Works

16. Recommendation and Approval of Bid for Replacement of the Chiller at the Northern Building, Project #1868A.
17. Summary of Operations.
18. Director's Report.
19. Possible discussion regarding Brown County Health Department facility – standing item.

Port & Resource Recovery – No agenda items.**Other**

20. Audit of bills.
21. Such other matters as authorized by law.

Bernie Erickson, Chair

Attachments

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Pursuant to Section 19.84, notice is hereby given to the public:

**BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION
BOARD AGENDA**

**Tuesday, August 26, 2014 - 4:00 PM
Syble Hopp School**

1. Call to Order - 4:00 p.m. – K. Gustman.
2. Action Item: Approval of June 24, 2014 Board Minutes
3. Action Item: Approval of Agenda
4. Action Item: Donations
5. First Review Board Policy 5.01(a) Use of Technology
6. First Review Board Policy 3.03 Medical Examination and TB Test
7. Action Item: Resignation
8. Action Item: Replacement position
9. Parent Organization Report
10. Action Item: Financial Report
11. Action Item: Lunch and School Fees
12. Action Item: Substitute daily rates for the 2014-15 school year
13. First Review of board policy 4.03 Budget Preparation
14. Action Item: Lamers Bus contract
15. Action Item: Administrators Report
16. Action Item: Payment of Bills
17. Executive Closed Session: The Board will move to executive closed session as allowed by Wisconsin Stats 19.85 (1)(c)(f)(i) for the purpose of personnel issues.
18. Action Item: Staff request
19. Adjournment

"Any person wishing to attend who, because of disability requires special accommodation should; contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, August 25, 2014 so arrangements can be made."

**GREEN BAY/BROWN COUNTY
PROFESSIONAL FOOTBALL STADIUM DISTRICT
AGENDA**

**WEDNESDAY, AUGUST 27, 2014
2:30 P.M.**

1265 LOMBARDI AVENUE
LAMBEAU FIELD ATRIUM – MVP BOX 4039
ENTER ONEIDA NATION GATE AND TAKE ESCALATOR TO FOURTH LEVEL

1. Call the Meeting to Order
2. Roll Call
3. Pledge of Allegiance
4. Approve/Modify Agenda
5. Tour
6. Request for Approval of the Minutes – June 25, 2014
7. Communications
 - A. July 26, 2014 Green Bay Press Gazette Article “Is Lambeau Field Ready for Evacuation?”
 - B. Green Bay Packers Financials – Article RE: Value at \$1.375B
 - C. Letter from Attorney Vande Castle RE Pecuniary Interest Issues
 - D. Late Communications (if any)
8. Meyer Theater Request for Funds Presentation
 - A. Letter from Mr. Jeff Mirkes RE: Meyer Theater Renovation
9. At the option of the Board, convene into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes for purposes of deliberating or negotiating the purchasing of public properties, investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; to-wit, negotiation strategy regarding possible support of Meyer Theater through District Special Events and Economic Development Fund.
10. Return to Open Session for Possible Action on Item 8
11. June and July 2014 Financial Reports
12. Director’s Report
13. Motion to Adjourn

Any person wishing to attend who, because of a disability, requires special accommodations should contact Diane Roskom at (920) 965-6997 so arrangements can be made.

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HUMAN SERVICES COMMITTEE

Patrick Evans
Dan Robinson, Erik Hoyer,
Dan Haefs, Pat La Violette

HUMAN SERVICES COMMITTEE

Wednesday, August 27, 2014

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON
ANY ITEM LISTED ON THE AGENDA**

- I. Call Meeting to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 23, 2014.

Comments from the Public

Report from Human Services Chair, Patrick Evans

- 1. **Review Minutes of:**
 - a. Aging & Disability Resource Center Board of Directors (July 10, 2014).
 - b. Board of Health (May 13, 2014).
 - c. Children With Disabilities Education Board (June 24, 2014).
 - d. Community Options Program Planning Committee (July 28, 2014).
 - e. Human Services Board (August 14, 2014).
 - f. Veterans' Recognition Subcommittee (July 15, 2014).

PRESENTATION BY NEW CURATIVE WORKSHOP

Veterans Services

- 2. Budget Adjustment Request (14-73): Any increase in expenses with an offsetting increase in revenue.

Requests

- 3. Request to recognize September as Childhood Cancer Awareness Month in Brown County.
- 4. Request for funds for sign at cemetery on County property between Community Treatment Center and Brown County Jail.

Human Services Department

5. Executive Director's Report.
6. Detox Status Report. *Motion at June Meeting: That the Human Services Director report at the August Human Services meeting on the current situation of alcohol detox needs and services in the community including what the current picture is, what might be a proposal to address those needs, whether it involves the County or not and what his opinion would be as to County involvement in that solution.*
7. Outpatient Psychiatry Availability Report – Genny Willemon.
8. Resolution re: Change in Table of Organization for the Human Services Department – Lead Economic Support Specialist (Resolution to be distributed prior to meeting).
9. Resolution re: On helping families move from homelessness to self-sufficiency. *Standing Item until such time that there is action to be taken.*
10. Financial Report for Community Treatment Center and Community Programs.
11. Statistical Reports.
 - a. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - b. Monthly Inpatient Data – Bellin Psychiatric Center.
 - c. Child Protection – Child Abuse/Neglect Report.
 - d. Monthly Contract Update.
12. Request for New Non-Continuous Vendor.
13. Request for New Vendor Contract.

Aging & Disability Resource – No agenda items.

Health Department – No agenda items.

Syble Hopp – No agenda items.

Other

14. Audit of bills.
15. Such other Matters as Authorized by Law.

Patrick Evans, Chair

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AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY

BOARD OF DIRECTOR'S MEETING

Thursday, August 28th, 2014
Breakfast in the Garden 7:45
Board Meeting 8:30 a.m.
Options for Independent Living
555 Country Club Rd Green Bay WI 54314

AGENDA

Agenda Item	Handout	Action Required
1. Pledge of Allegiance		
2. Introductions-New staff Lisa Smits, Renee Burkel		
3. Adoption of Agenda	Yes	Yes
4. Approval of the minutes of regular meeting of July 10th, 2014	Yes	Yes
5. Comments from the public		
6. Finance Report		
a. Review and approval of July 2014 Finance Report	Yes	Yes
b. Review and approval of Restricted Donations	Yes	Yes
7. Review and Approval of 2013 Audit	Yes	Yes
8. Fund Balance Plan Discussion	Yes	Yes
9. Personnel Committee Report	Yes	Yes
a. Family Care LTE Request		
b. LTE I & A 2014		
10. Directors Report		
a. <i>WIHA Grant approval for Brown County Consultation</i>	Yes	Yes
b. <i>Schedules Plus (membership & registration software) contract</i>	Yes	Yes
c. <i>Dining Site Days of Service Change Request</i>	Yes	Yes
d. <i>Draft Mission/Vision/Tag Line Modernization</i>	Yes	Yes
11. Dementia Care Specialist-new position, role and responsibilities		
12. Family Care Update		
a. State Calls to ADRC in Preparation/RFP		
13. Power Up Institute Update		

14. Legislative Updates		
15. Announcements		
16. Next Meeting – September 25 th , 2014		
17. Adjourn		Yes

Tom Diedrick, Chairperson
Aging & Disability Resource Center
of Brown County

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ADMINISTRATION COMMITTEE

Steve Fewell, Thomas DeWane
Allan Jamir, David Steffen, Richard Schadowald

ADMINISTRATION COMMITTEE

Thursday, August 28, 2014

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

**NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

- I. Call to Order.
- II. Approve/Modify Agenda.
- III. Approve/Modify Minutes of July 24, 2014.

Comments from the Public

1. Review minutes of:
 - a) Housing Authority (July 21, 2014).
 - b) Northeast Wisconsin CDBG – Housing Region Committee Meeting (June 3, 2014).

Child Support

2. Budget Status Financial Report July, 2014.
3. Director Summary including SPSK Grant Participants Presentations.

Communications

4. Communication from County Board Chairman Moynihan re: Conducting County Business by use of electronic capabilities. *Held for a month.*

Treasurer

5. Budget Status Financial Report for June, 2014.
6. Treasurer's Financial Report for the Month of May, 2014.

County Clerk

7. Budget Status Financial Report for June, 2014 and July, 2014.
8. Resolution to Assess a Charge for Data Entry of Dog Licenses.

Department of Administration

9. Budget Report for July, 2014.
10. Countywide Financial Overview as of June 30, 2014.
11. Budget Adjustment Log.
12. Initial Resolution Authorizing the Issuance of Not to Exceed \$2,440,000 General Obligation Corporate Purpose Refunding Bonds of Brown County, Wisconsin.

13. Initial Resolution Authorizing the Issuance of Not to Exceed \$4,795,000 General Obligation Airport Improvement Refunding Bonds of Brown County, Wisconsin.
14. Director's Report.

Corporation Counsel

15. Monthly Report for July, 2014.

Technology Services

16. Budget Status Financial Report for May, 2014 and June, 2014.
17. Resolution re: Change in Table of Organization for the Technology Services Department Server, Storage & Virtualization Specialist.
18. Director's Report.

Human Resources

19. Budget Status Financial Reports for June, 2014 and July, 2014.
20. Activity Report for July, 2014.
21. Recommended for Approval: RFP for Employee Assistance Program.
22. Director's Report.

Other

23. Audit of bills.
24. Adjourn.

Steve Fewell, Chair

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August 2014



SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Public Safety 11:00 am	7	8	9
10	11 Executive Cmte 5:30 pm	12	13 Special Board of Sup Grievance Hearing 6:00 pm	14 Ed and Rec 5:30pm @ Fair <i>*Note date, time & location</i>	15	16
17	18	19 Vet's Recognition 5:00 pm	20 Board of Supervisors 7:00 pm	21 	22	23
24	25 Land Con 6:00pm PD&T 6:30pm	26	27 Human Svc 5:30 pm	28 Admin Cmte 5:30 pm 	29	30
31						



SEPTEMBER 2014

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Labor Day <i>County Board Office Closed</i>	2	3 Public Safety 11:00 am	4 Ed & Rec 5:30 pm Denmark Library 	5	6
7	8 Executive Cmte 5:30 pm	9	10 Listening Session Denmark Village Hall 6:00 pm	11	12	13
14 	15	16 Vets Recognition Subcommittee 5:00 pm	17 Listening Session 2nd Floor City Hall 5:00 pm Board of Supervisors 7:00 pm CJCB 8 am	18	19	20
21 	22 Land Con 6:00 pm PD&T 6:15 pm	23	24 Human Svc 5:30 pm	25 Admin 5:30 pm	26	27
28 	29	30				

BROWN COUNTY COMMITTEE MINUTES

- Criminal Justice Coordinating Board (July 16, 2014)
- Human Services Board (August 14, 2014)
- Northeast Wisconsin CDBG – Housing Region Committee (June 3 and August 8, 2014 – Draft).

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

**PROCEEDINGS OF THE BROWN COUNTY
CRIMINAL JUSTICE COORDINATING BOARD**

Pursuant to Section 19.84 Wisconsin Statutes, a regular meeting of the Brown County Criminal Justice Coordinating Board was held on July 16, 2014 in Room 240 of the Brown County Courthouse, 100 S. Jefferson Street, Green Bay, Wisconsin.

Present: Judge Walsh, Larry Malcomson, Judge Zuidmulder, Pat Evans, Tom Molitor, Jeremy Kral,
David Lasee, Sheriff Gossage, Troy Streckenbach
Citizen Reps: Tim Mc Nulty

1. Call Meeting to Order.

The meeting was called to order by Judge Walsh at 8:00 a.m.

2. Approve/Modify Agenda.

**Motion made by Troy Streckenbach, seconded by Tim Mc Nulty to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

3. Approve/modify minutes of June 18, 2014.

**Motion made by Dave Lasee, seconded by Troy Streckenbach to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY**

4. TAD Grant (David Lasee).

District Attorney David Lasee felt it needed to be stressed to this Board that this needs to be a working body that makes decisions as to how to utilize the grant. Lasee indicated that he had met recently with Human Services Director Jeremy Kral and Judge Zuidmulder to discuss where they would like to go with the TAD position and they were all in agreement to move forward. It is the intent to have the TAD Coordinator, which would be a supervisory position, monitor the grant and work with this Board to discuss the issues of programming as well as higher level issues. Under the TAD Coordinator would be several case workers doing case management of individuals involved in the treatment courts. There would also be a contract screener position that would work within the grant and this Board would choose the nature of the screens. Once the TAD Coordinator position gets filled, these other decisions can be made and positions filled. Lasee indicated he felt they were on task. Kral indicated that the TAD Coordinator position will be brought forward to the Human Services Committee for approval and then move on to the Executive Committee and then to the full Board.

Judge Zuidmulder further explained the TAD grant and stated that the purpose of the grant was treatment, alternatives and diversion. He continued that these areas should all be working together as they have the same mission of reducing costs to the County and reducing the number of people in the County Jail. The idea of the TAD grant is to look at alternatives to reduce costs. Part of what the Drug Court Coordinator did prior to this grant was screen people to find out where they belong. As soon as Lasee and Zuidmulder discussed the grant, it occurred that the whole treatment court structure should be examined and they determined that they really need case workers to work with these people. It was further noted that a case worker position is less costly than the Drug Court Coordinator position. Zuidmulder indicated that he will be appearing at the Human Services meeting next week to explain this to them. He indicated that his hope was to get everything in place to get this going in the September timeframe.

Judge Zuidmulder continued that he has taken a few heroin individuals into the regular Drug Court; however, this has not been successful as these people have such a great problem that as soon as they get out of jail they take off. He continued that Marinette has a program with a lot of state money and they are looking at having a pre-treatment phase in their heroin program so they do not take people from jail and try to put them back in the community without treatment.

Evans asked about the pre-treatment. Judge Zuidmulder stated that offenders are convicted of a felony and the Judges order presentence investigations which take about 60 days. During that time, the defendants are in custody. It is his understanding that when these people are released from jail, one of the conditions of bond is to get them into a treatment program. Judge Zuidmulder recently spoke with the Marinette Coordinator and was advised that this treatment does not occur in a locked facility. Judge Zuidmulder indicated that before he actually takes people in to the Heroin Court, treatment should be required to see whether or not they are an appropriate candidate for Heroin Court.

County Executive Troy Streckenbach indicated that he had recently heard of some sort of drug that may be used to cure heroin addiction. Judge Zuidmulder responded that there is methadone, but there is some debate as to whether that is actually a cure or if it is simply substituting the addiction for a different drug. Streckenbach then asked where Marinette got their money for treatment. Lasee responded that Marinette received money the first time the grant was offered and he also noted that the Marinette population of heroin addicts is probably smaller than the number of addicts in Brown County. Judge Zuidmulder also stated that it would be part of the screening process to find out if individuals have private insurance that could be used to pay for treatment. This would allow more individuals to obtain treatment if some have insurance.

5. Treatment courts including Heroin Court (Judge Zuidmulder).

With regard to the Heroin Court, Judge Zuidmulder stated that he is currently working with Kral and Lasee as to the restructuring of the personnel. Once that has been worked out, the people will be put in place and he hopes to have this done within the next month. Following that, Zuidmulder felt they would be able to start taking participants shortly thereafter.

Judge Walsh indicated that he will send an e-mail out to the entire committee urging their attendance in light of all of the developments going on.

A discussion was held regarding the approval of the TAD Grant Coordinator position and it was indicated that hopefully the position would receive final approval from the County Board on August 20. Thereafter the position would be posted and hopefully filled swiftly.

Streckenbach stated that he was aware of a committee formed by the State legislature to monitor the TAD grants and he asked if anyone from this Board will be on that committee. Kral indicated that it is in the job duties of the TAD Coordinator position to satisfy the requirements. Lasee stated his understanding is that the State intends to be very hands-on with the counties that receive the grants to help ensure success. There is a body down at the State who monitors these grants on a full-time basis and there will also be a record keeping component to this which will fall on the TAD Coordinator.

Judge Walsh asked what Lasee was looking for from this Board in the future with regard to the TAD grant. Lasee stated that the first priority would be to get the Coordinator in place. He felt the Board also needs to make a decision as to who to use for a contract screener and what type of screening tools they wish to use to determine eligibility for Treatment Courts. A decision also needs to be made as to what options are going to be used for the diversion program and what service providers will be used. Lasee noted that the cost of this diversion is typically paid by the defendant. Lasee felt that presentations from different groups that may offer services, such as My Brothers Keeper and Family Services, may be helpful to this Board so that everyone is aware of the services out there and where the best place may be to place offenders. Lasee would like to see this happen in the next several months. Judge Zuidmulder also felt it may be helpful to have other counties that have already received the grants and have their programs up and running come and speak to this Board. Lasee stated that he does have information from some other Counties but he does not have what is available in our community for treatment. He needs to know what programming exists and noted that several area counties all use the same services so it would be helpful to touch base with them. Kral also stated that his department would have information on what providers are out there as well. Lasee stated that perhaps communicating with service providers is something that TAD Grant Coordinator could do.

A discussion was held as to when to hold the next meeting and September 17, 2014 at 8:00 a.m. was selected. The location of the meeting was tentatively set as the District Attorney's office.

Motion made by Pat Evans, seconded by Dave Lasee to receive and place on file Items 4 and 5. Vote taken. MOTION CARRIED UNANIMOUSLY

6. Jail Usage – task list from prior meetings.

Nothing was added to the discussion on Item 6 that had not been discussed above.

Motion made by Pat Evans, seconded by Dave Lasee to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

7. Adjourn.

Judge Zuidmulder noted that he attends all of the meetings of this Board and would like to formally be part of the Board. A discussion was held in this regard.

Motion made by Pat Evans, seconded by Troy Streckenbach to adjourn at 8:32 am. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

**Alicia Loehlein
Recording Secretary**

**Therese Giannunzio
Transcriptionist**

PROCEEDINGS OF THE BROWN COUNTY HUMAN SERVICES BOARD

Pursuant to Section 19.84 Wis. Stats, a regular meeting of the **Brown County Human Services Board** was held on Thursday, August 14, 2014 in Board Room A of the Sophie Beaumont Building – 111 North Jefferson Street, Green Bay, WI

Present: Chairman Tom Lund
Paula Laundrie, Craig Huxford, Carole Andrews, Susan Hyland, JoAnn Grashberger

Excused: John Van Dyck, Helen Smits, Bill Clancy

Also

Present: Jeremy Kral, Executive Director
Tim Schmitt, Finance Manager
Jenny Hoffman, Economic Support Services Administrator

1. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:15 pm.

2. Approve/Modify Agenda:

HYLAND/HUXFORD moved to approve the agenda.
The motion was passed unanimously.

3. Approve Minutes of July 10, 2014 Human Services Board Meeting:

GRASCHBERGER/LAUNDRIE moved to approve the minutes dated July 10, 2014.
The motion was passed unanimously.

4. Executive Director's Report

Executive Director Jeremy Kral presented and handed a written report to the board (attached).

Kral stated we sent in a request for regionalization certification for our Comprehensive Community Services (CCS) program in order to reduce our levy impact, as the state will cover at 100% when regionalized.

Q: Chairman Lund asked if we are still short on foster families.

A: Kral we are always looking to grow more in that area and can always use interested people to serve as foster families.

Q: Citizen Board Member Huxford asked if adding staff over the years has made a difference.

A: Kral that we have added staff over the last couple of years but the workload has kept increasing. Not only are we seeing a higher quantity of cases but we also are seeing cases with higher severity and complexity.

LAUNDRIE/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

5. Update on Bay Lake Consortium.

Economic Support Services Administrator Jenny Hoffman reminded the board about the Bay Lake Consortium which includes Brown, Door, Marinette, Oconto and Shawano counties, with Brown serving as the lead county. There are 42,000 cases within the consortium and 25,000 cases just within Brown County. The consortium receives 2900 new requests each month. We have 6-10 Brown County staff who cover the call center and our partners also add staff to answer calls. We answer approximately 12,000 calls a month. Due to the Affordable Care Act, we had high volume and saw 41,000 calls come through the first quarter of this year.

Hoffman stated that Economic Support has a number of state performance standards to follow as per contract with DHS. These standards include payment accuracy, timeliness and call center metrics. We have consistently exceeded the performance measures.

Open enrollment starts November 15th and we anticipate a higher workload due to Medicaid and Badger Care Plus changes.

Q: Citizen Board Member Laundrie asked if there is a maximum income level to qualify for Obamacare.

A: Hoffman stated that any individual can go out to the marketplace and get insurance; you have to be under a certain income level to get tax subsidies. Kral stated he believed subsidies are available up to 400% of the federal poverty level.

Hoffman stated that Family Care roll-out, ES workers will need to get trained to determine eligibility as workloads will increase. Also, as of January 1st 2015, the state will be making the employment & training program mandatory for certain individuals, which will also increase our workload, but also bring in more revenue.

Q: Citizen Board Member Laundrie asked if we will take on volunteers for that program.

A: Hoffman stated that our ES unit will make referrals to the provider who runs the program and they may or may not be able to utilize volunteers.

Hoffman stated that our call center has also been receiving the majority of calls regarding Medicare questions since our name is first alphabetically in the DHS database. We are working with DHS to try to spread out the workload among other consortia.

HYLAND/ANDREWS moved to receive and place on file.
Motion was carried unanimously.

6. Financial Report

Finance Manager Tim Schmitt had submitted a written report with the board packet agenda.

ANDREWS/HUXFORD moved to receive and place on file.
Motion was carried unanimously.

7. Statistical Reports:

Please refer to the packet which includes this information.

8. Approval for New Non-Continuous Vendor:

Please refer to the packet which includes this information.

9. Request for New Vendor Contract:

Please refer to the packet which includes this information.

10. Other Matters:

Next Meeting: Thursday, September 11, 2014
5:15 p.m. – Sophie Beaumont Building, Board Room A

11. Adjourn Business Meeting:

ANDREWS/LAUNDRIE moved to adjourn; motion passed unanimously. Chairman Lund adjourned the meeting at 5:45 p.m.

Respectfully Submitted,

Kara Navin
Recording Secretary

Brown County Human Services

Executive Director's Report to the Human Services Board

August 14, 2014

Good Evening Board Members:

This year we continue to see great demand for child protective services. Our personnel in that area are performing admirably to meet the challenge, and their dedication and professionalism are greatly appreciated.

The outpatient behavioral health area has completed two successful state reviews recently. Both the Comprehensive Community Services (CCS) program and the Community Support Program (CSP) were subject to normal renewal surveys in the past couple of months and both were recertified. In each case, we were presented with some items to focus on and refine, which we will do.

Overall utilization of the Community Treatment Center remains high. The Nicolet Psychiatric Center hospital has an average census this year of 11. The Bay Haven crisis stabilization facility has an annual average census of 6. Last year at this time, Bay Haven was in final planning stages and Nicolet averaged a census of 14. These figures illustrate that by creating Bay Haven, the net effect was to be able to deliver more services to consumers. On the average day, we are able to provide a residential care setting for approximately 20% more people in need. Revenues for Bay Haven are not as strong as budgeted based on lower than anticipated census in that area.

Our long term care unit is continuing to deliver case management services to frail elders and physically or developmentally disabled community members. We anticipate the announcement of our Family Care MCO or MCOs in the next few weeks, and at this point all signs are pointing toward a transition beginning in spring of 2015 but this is still highly fluid and subject to change.

As the board knows, economic support is one of the core functions of this department. The economic support unit serves by far the highest number of clients of any unit within our department, with caseload totals in the tens of thousands at any given time. The board will also recall that the 2011-2013 state biennial budget required counties to conduct economic support activities as a consortium, and that Brown County is the lead county of the Bay Lake Consortium with our partners in Door, Shawano, Oconto and Marinette Counties. The Bay Lake Consortium is consistently one of the statewide leaders in performance, in no small part due to the leadership of Jenny Hoffman, her team of supervisors, and the many outstanding, highly efficient economic support specialists working in our department.

Respectfully Submitted By:



Jeremy Kral
Executive Director

Northeastern Wisconsin CDBG – Housing Region Committee Meeting

10:15 A.M. – 11:45 P.M.

Tuesday, June 3, 2014

Brown County Northern Building, Room 200

305 E. Walnut St.

Green Bay, WI



MINUTES

Committee Members in attendance:

Aaron Schuette – Brown County
Dena Mooney – Calumet County
Sam Perlman – Door County
Sam Tobias – Fond du Lac County
Greg Thousand – Kewaunee County
Andrea Raymakers – Manitowoc County
Robin Elsner – Marinette County (via teleconference)
Kent Gross – Outagamie County
Emily Vetting – Sheboygan County
Excused – Justin Mitchell – Winnebago County

Others in attendance:

Todd Mead – Brown County
Pam Day – Marinette County (via teleconference)
Diane McGinnis – Wisconsin Department of Administration (WDOA)
Joe Oby – Wisconsin Department of Administration

1. Call to Order.

A. Schuette called the meeting to order at 10:20 a.m.

2. Roll Call.

A. Schuette welcomed the committee and introduced Diane McGinnis, WDOA-Division of Housing CDBG Program Administrator. Diane McGinnis introduced Joe Oby with WDOA. Each committee member introduced her/himself to Diane and Joe.

3. Action regarding Northeastern Wisconsin CDBG-Housing Region Committee Meeting Minutes of February 4, 2014.

A. Schuette handed out copies of the minutes, which were not included in the packet. After providing the committee with a chance to review the minutes, D. Mooney motioned to approve the minutes as presented. S. Perlman seconded the motion. Motion carried unanimously.

4. Overview of Regional CDBG-Housing Program Status.

A. Schuette provided a general overview of progress to date for the regional CDBG-Housing program. A. Schuette stated to date, one direct homeownership assistance (DHA) loan has closed on a home Door County and a second will close this afternoon. In addition, 26 applications have been reviewed and 25 Environmental Review Records (ERRs) have been completed. A. Schuette provided the committee with two example environmental reviews for their information.

A. Schuette noted that it has been difficult to get information for the ERRs from Canadian National Railroad to document potential noise impacts on properties in proximity to railroad tracks as required by the ERR process. S. Tobias concurred that it is difficult to get information from Canadian National, but he will provide A. Schuette with a couple of potential contacts. S. Perlman stated that he would do the same.

T. Mead gave a brief overview of projects being reviewed and reviewed and approved by county. A. Schuette noted that in communities or counties with existing CDBG-Housing Revolving Loan Funds (RLFs), those funds must be spent first before the regional CDBG-Housing dollars. Brown County is currently spending those funds on rehabilitation projects. The breakdown of status by county follows:

County	Applications currently out to clients	Submitted applications reviewed	Loans Closed
Brown	Spending CDBG-Housing RLF funds first		
Calumet	4	1	0
Door	2	5	2
Fond du Lac	0	1	0
Kewaunee	0	3	0
Manitowoc	11	6	0
Marinette	6	6	0
Outagamie	0	2	0
Sheboygan	1	2	0
Winnebago	2	0	0

5. Discussion/Action Regarding Marketing and Outreach Opportunities.

A. Schuette noted the need to provide additional outreach regarding the program to generate additional projects. S. Tobias asked if A. Schuette and/or T. Mead are available for outreach meetings. A. Schuette stated that they are certainly willing to attend meetings as requested during the day, but night meetings are much more difficult due to the size of the region and other work / family commitments. However, A. Schuette stated that if a night meeting for outreach purposes is critically important, he would try and make it work. A. Schuette encouraged the committee members to spread the word about the program and have anyone with questions contact T. Mead or himself.

D. McGinnis stated that county Aging and Disability Resource Centers (ADRCs) and school Head-Start programs are good resources for publicity about the program. A. Schuette stated that he has had good luck working with very local newspapers or municipal newsletters. Discussion ensued about additional marketing opportunities.

Discussion ensued regarding various aspects of the CDBG-Housing program.

6. Discussion/Action Regarding County Allocations.

A. Schuette noted that if additional applications are not received, the funding allocations may need to be adjusted to account for the high demand for the program in Manitowoc and Marinette counties and to meet our grant contract goals for fund distribution. D. McGinnis asked if there are issues with potential clients not having adequate equity in their homes for the program because of the region's maximum 100% loan to value policy. T. Mead stated that there have been some denials due to equity, but also due to judgments and/or tax liens against the property found in the title report.

A. Schuette asked D. McGinnis what other regions permit in terms of maximum loan to value because the CDBG-Housing Manual currently states total loans should not exceed 100% of the home value. D. McGinnis noted that the manual needs to be updated since most regions allow up to 110% - 115% loan to home value ratio.

A. Schuette stated that he will provide an update to the committee about the number of applications out to clients, applications reviewed, and loans closed in mid-summer. At that point, depending upon applications processed and closed, current county allocations and the maximum allowable loan to value ratio may need to be adjusted.

7. Discussion/Action Regarding Amending Northeastern Wisconsin Region CDBG-Housing Rehabilitation Policy and Procedures Manual Section III(B)(2) from a 2% Installment Loan to a 0% Installment Loan.

A. Schuette stated that to date, interest in the rental rehabilitation portion of the program has been very light. A. Schuette also noted that keeping track of the 2% interest rate on awarded rental loans is not likely worth the return. A. Schuette asked if the committee would consider reducing the rental rehabilitation loan program interest rate from 2% to 0%. R. Elsner made a motion to change the rental rehabilitation program interest rate from 2% to 0%. S. Perlman seconded the motion. Motion carried unanimously.

8. Discussion / Action regarding amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Section IV(E)(2) allowing up to 105% loan to value (LTV) for unanticipated construction costs.

A. Schuette explained the potential need to exceed the 100% loan to value ratio after starting a rehabilitation project due to unexpected construction issues that may arise once construction begins. A. Schuette noted for instance on his own home, he had the roof replaced, but as they replaced the roof, the contractors noticed that the chimney was also rotten. There are some issues that cannot be seen until construction begins. This would provide some cushion for those unanticipated events. D. McGinnis noted that the committee may not want to include a cap on the unanticipated project costs because once construction begins, it must be finished. Discussion ensued regarding this issue.

S. Tobias made a motion to amend the *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Section IV(E)(2) to read, "*Brown County program staff may authorize financial assistance to exceed 100% after rehabilitation fair market value following the commencement of unit rehabilitation for unanticipated repairs necessary to meet decent, safe, and sanitary standards.*" G. Thousand seconded the motion. Motion carried unanimously.

9. Discussion / Action regarding amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Creating Section VIII(C) Loss Mitigation to Include Recapture and Forbearance Policies.

A. Schuette explained the origin of the proposed policy was as the result of a loan modification originating in the Brown County Revolving Loan Fund – Housing Program. The Brown County Assistant Corporation Counsel suggested adding this language to the regional program Housing Policy Manual to provide policy guidance in situations when a loan has become payable due to the

homeowner moving, but the homeowner is not able to pay off the loan in full. The policy would allow for the committee to modify the loan payment from being due in full to permitting a payment plan over time.

A. Schuette asked D. McGinnis what other regions do in situation such as these. D. McGinnis stated that most others are paid back whatever amount is left following sale of the home, and if not enough is left to pay off the loan, the region writes the loan off. D. McGinnis noted that a few regions are setting up rolling Executive Committees which would have the authority to modify loan agreements without bringing the entire committee together. The Executive Committee would consist of the Lead County, Program Administrator, and County within which the subject loan modification is requested. D. McGinnis stated these meetings could be held via teleconference or email. Discussion ensued regarding this option for modifying loan terms rather than the Recapture and Forbearance Policies. D. McGinnis stated that she could provide language to Brown County regarding the Executive Committee, which could then be emailed to the committee members for review and if satisfactory, amended into the Policies and Procedures Manual. S. Tobias made a motion to this effect. S. Perlman seconded. Motion passed unanimously.

10. Update Regarding Future State CDBG-Housing allocations.

A. Schuette noted that since D. McGinnis was in attendance, A. Schuette asked if D. McGinnis could give an update on additional CDBG-Housing allocations. D. McGinnis stated that an additional minimum of \$10.7 million in CDBG-Housing funds will be allocated to the seven regions. D. McGinnis stressed the need to continue to market the program to get the existing funds out into the community in order to bring additional funds into the region.

The Committee thanked D. McGinnis and J. Oby for their attendance at the meeting and for their input throughout.

11. Adjourn.

D. Mooney made a motion to adjourn. S. Perlman seconded the motion. Motion carried unanimously. Meeting adjourned at 11:45 a.m.



**Northeastern Wisconsin CDBG – Housing Region Committee Meeting
(via teleconference)**

10:30 A.M. – 11:00 A.M.

Friday, August 8, 2014

**Brown County Northern Building, 3rd Floor
Planning and Land Services Conference Room 391
305 E. Walnut St.
Green Bay, WI**

(DRAFT) MINUTES

Committee Members in attendance:

Aaron Schuette – Brown County
Dena Mooney – Calumet County
Sam Perlman – Door County
Sam Tobias – Fond du Lac County
Greg Thousand – Kewaunee County
Andrea Raymakers – Manitowoc County
Pam Day (for Robin Elsner) – Marinette County
Kent Gross – Outagamie County
Emily Vetting – Sheboygan County
Su van Houwelingen – Winnebago County

Others in attendance:

Todd Mead – Brown County

1. Call to order.

A. Schuette called the meeting to order at 10:30 a.m. A. Schuette provided background to the committee regarding the proposed amendments to the Housing Policy and Procedures Manual.

2. Roll call.

A. Schuette requested roll call. All committee members listed (or their designee) were in attendance via conference call.

3. Discussion/action regarding Northeastern Wisconsin CDBG-Housing Region Committee meeting minutes of June 3, 2014.

D. Mooney motioned to approve the minutes as presented. P. Day seconded the motion. Motion carried unanimously.

4. Discussion/action amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Section II(E)(2) adding language designating an Administrative Team to hear appeals to decisions of the CDBG Program Administrator.

A. Schuette noted that the proposed Administrative Team concept was initially discussed by the Wisconsin Department of Administration (WDOA) at the June 3 Housing Committee meeting, and the enclosed language reflects what other regions have been utilizing. The intent of the Administrative Team is to provide efficient service to applicants who may wish to appeal the determination of the program administrator. K. Gross asked who would be represented on the Administrative Team. A. Schuette stated it would be the CDBG-Housing Committee member from the county the applicant lives in, the CDBG-Housing Program Manager (A. Schuette), and the Brown County Planning Director. S. Tobias made a motion to approve, S. van Houwelingen seconded, and the motion carried unanimously.

5. Discussion/action amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Section III(A)(2) and other applicable sections extending the necessary equity in a home to apply for the program from 100% to 110% loan to value ratio.

A. Schuette stated that extending the loan to value ratio to 110% would bring the region more in line with other regions across the state and address WDOA's concern that the current 100% loan to value ratio was too low. S. Perlman asked if the 110% was still too low. A. Schuette answered that after rehabilitation value is used to calculate the value of the home for purposes of equity and this should provide the latitude necessary to address those applicants that are right on the edge of having enough equity. G. Thousand made a motion to approve the amendment. S. Perlman seconded. Motion carried unanimously.

6. Discussion/action amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Section III(A)(3) and other applicable sections extending the maximum loan amount from \$24,999 to 50% of the after rehabilitation value of the property.

A. Schuette informed the committee members that the current cap on loans of \$24,999 was too low due to the work necessary to bring many of the subject homes to decent, safe, and sanitary standards. For example, homes that may only need a new septic system, roof, and siding are exceeding the \$24,999 threshold. The proposed 50% after rehabilitation maximum was the threshold after which a project becomes a major rehabilitation project and WDOA requires

many additional levels of review for such a project. The 50% maximum will allow for the projects to be completed. P. Day made a motion to approve the amendment. A. Raymakers seconded. Motion carried unanimously.

7. Discussion/action regarding adding Section III(A)(8) stating that projects with projected loan amounts of \$30,000 or greater require a written waiver from Wisconsin Department of Administration-Division of Housing (WDOA-DOH).

A. Schuette stated the proposed amendment formalizes into the policies and procedures manual a WDOA requirement that is already in place and will remind any future program administrators/managers of this requirement. S. Perlman made a motion to approve the amendment. S. van Houwelingen seconded the motion. Motion carried unanimously. (D. Mooney was inadvertently dropped from the teleconference at this point. A. Schuette phoned D. Mooney following the meeting to find out what happened and to record D. Mooney's votes on items #7, #8, and #9. All D. Mooney's votes were in the affirmative).

8. Discussion/action regarding amending *Northeastern Wisconsin Region CDBG Housing Rehabilitation Policy and Procedures Manual* Section V(G) to have appeals heard by the Administrative Team rather than full Housing Committee.

A. Schuette explained this formalizes the intent of the Administrative Team that was earlier approved. S. Perlman made a motion to approve. P. Day seconded. Motion carried unanimously.

9. Adjourn.

A. Schuette thanked the committee for meeting via teleconference to address these issues. S. Tobias motioned to adjourn. S. Perlman seconded. Motion carried unanimously.